

Building Maintenance

REPORT To: Director of Operations, General Manager, Vice President, President

PURPOSE OF THE JOB

Under the supervision of the General Manager and Director of Operations, this position provides a wide variety of functions and services within the organization. The incumbent is responsible for the maintenance, upkeep, and repairs to various buildings and their related facilities. These responsibilities include - but are not limited to - plumbing, heating and mechanical, carpentry, and repairs to cooking and related equipment.

DUTIES & RESPONSIBILITIES

- During operating season do a complete daily inspection of Chalets and Annex Buildings
- Ensure high quality and prompt support service to the operating departments
- Contribute to the long-term reliability of the buildings, equipment, and facilities
- Maintenance, repairs, and improvements to the existing facilities achieve this. Projects, such as new construction and major renovations also fall under the scope of this position
- Ensure that fire extinguishers, alarms and emergency lighting are maintained and in working order at all times. Inspect monthly and tags upgraded at inspection
- Promote effective communication between the maintenance department and operating departments
- Participate in the procurement of parts and supplies necessary to complete projects
- Maintain building maintenance logs for record keeping purposes
- Complete weekly, monthly water sampling and monitor chlorination equipment per Public Health Specifications
- Responsible for cleanliness of your work area
- Read, understand and comply with all Resort policies and procedures
- Other duties as assigned

